(केंद्र शासनाच्या कार्मिक आणि प्रशासनिक विभागाचे "Deputation of officers on training programme abroad - Policy for regulating such cases" या विषयासंबंधीचे क्रमांक ३७/१५/९७-ईओ (एफ), दिनांक ५ मार्च,१९९९, १८ नोव्हेंबर, १९९९, दिनांक १९ जुलै, २००० ची पत्रे)

....

तात्काळ

क्रमांक : टीआरएन-११००/९५१/१२-अ,
सामान्य प्रशासन विभाग,
मंत्रालय, मुंबई ४०० ०३२,
दिनांक : 4 नवम्बर NOV 2000

सर्व मंत्रालयीन विभाग,
निवड नस्ती.

यांच्याकडे माहिती व मार्गदर्शनासाठी सादर अग्रेषित.

२. त्यांना अशी विनंती करण्यात येते की, परदेश प्रशिक्षण दौ-याबाबत केंद्र शासनाने मार्गदर्शक सूचना उपरोक्त नमूद केलेल्या केंद्र शासनाच्या पत्रांत निर्गमित केल्या आहेत. या सूचनेप्रमाणे परदेश प्रशिक्षण दौ-याबाबतची प्रकरणे हाताळावीत.

ज्यो. सा. बोरकर

[ज्यो. सा. बोरकर]
कक्ष अधिकारी, महाराष्ट्र शासन.

प्रत,

अवर सचिव, सामान्य प्रशासन विभाग/कार्यासन २१, मंत्रालय, मुंबई.

d3182000

[Enclosed letter no.37/15/97-EO(F), dated 5th March, 1999, 18th November, 1999 7 19 th July,2000 from Government of India, Department of Personnel & Training, North Block, New Delhi, regarding Deputation of Officers for training programmes abroad.]

No. DEP 1100/C.R.347/2000/X,
General Administration Department,
Mantralaya, Mumbai 400 032.
Date:- 18 AUG, 2000

Copy to:-

1) The Accountant General, Maharashtra (1), Mumbai.
2) The Additional Chief Secretary (Home), Home Department, Mantralaya,Mumbai.
3) The Principal Secretary (Forests), Revenue & Forest Department, Mantralaya, Mumbai.
4) The Under Secretary, General Administration Department, Desk XII-A, Mantralaya, Mumbai. It is requested that above guidelines may please be brought to the notice of all departments of Mantralaya.

(M. S. Pawar)
Under Secretary to Government of Maharashtr

No.37/15/97-Eo(F)
Government of India
Ministry of Personnel, PG. & Pensions
(Department of Personnel & Trig.)
Office of the Establishment Officer

....

New Delhi, the 5th March, 1999.

To.

1. The Chief Secretaries of all
State Governments/Union Territories

2. The Secretaries of all
Ministries/Departments of Government of India.

Subject:- Deputation of officers on training programme abroad-policy for regulating such cases.

Sir/Madam,

I am directed to say that the Department of Personnel & Training nominates officers belonging to the Indian Administrative Service, State Civil Services, Central Secretariat Service and such officers of the other two Al India Services (IFS and IPS) and the Group 'A' Central Services who are on deputation posts under the Central Staffing Scheme to various training programmes abroad, in response to the training programmes received from the Department of Economic Affairs. In addition to such nomination, this Department also processes and accords cadre clearance to officers of the IAS, CSS and the officers of the other two All India Services and Group 'A' Central Services serving under the Central Staffing Scheme, who are nominated for specialised training programmes by the concerned Administrative Ministries/State Government/Union Territories. The extant policy for regulating nomination of officers/grant of cadre clearance in the above cases is contained in this Department's circular letter No. 28(138)-Eo(F)/85, dated the 4th January, 1988 read with instructions No. 30/35/94-Eo(F), dated the 6th July, 1994, No. 37/3/95-Eo(F), dated the 14th February, 1995, No. 37/3/95-Eo(F), dated the 17th April, 1995 and No. 37/8/96-Eo(F), dated the 10th June, 1996. (Copies enclosed at Annexure I)

2. For some time past, a need has been felt to review some of the existing provisions of the foreign training policy and bring out a revised consolidated set of instructions governing foreign training and cadre clearance cases. Accordingly, it has been decided that the following

policy/guidelines will henceforth govern nomination of officers (falling within the purview of DOP &T) to various training programmes abroad as also cases of cadre clearance for training programmes abroad.

I NOMINATION OF OFFICERS FOR TRAINING PROGRAMMES ABROAD BY DOP &T

The Department of Personnel & Training nominates officers for training programmes which are of varying durations i.e. both long term and short term duration. Training programmes abroad of a duration of 6 months or more are treated as long term and training programmes abroad of a duration of 15 days or more but less than 6 months are treated as short term. Officers to be nominated for a long term or short term training programme, should satisfy the following criteria:-

(i) Minimum years of Service — Officers should have completed a minimum of 7 years of service on the date of commencement of the training programme. However, officers with 7 and 8 years of service may be considered only for those training programmes which specifically require candidates of such levels of seniority. Excepting such cases, officers are required to complete a minimum of 9 years of service on the date of commencement of the programme.

(ii) Age Limit — Officers nominated for long term programmes should not be more than 45 years of age on the date of commencement of the course. In special cases, relaxatio of the age limit upto 46 years may be granted provided special justification is given.

Officers nominated for short term training programmes should not be more than 50 years of age on the date of commencement of the course. However, in cases where a foreign Govt./Institution prescribes a different upper age limit for a training programme, the same will prevail. For example, for IMF courses, the upper age limit prescribed by IMF is 45 years.

Only one long term programme. — An officer can attend only one long term training programme in his entire career. Hence, officers who have attended a long

term training programme earlier should not be nominated again for such training.

(iv) Short term training to be job relevant

Officers who are working in the field connected with the subject of the course should be nominated to short, term courses. The State Governments/Central Ministries will utilise the skills acquired by the officers in the relevant field, on their return from training.

(v) Cooling off Condition.

An officer having attended a foreign training programme of a duration of 15 days to one month, will be required to complete a "Cooling Off" period of two years before he can be considered again for foreign training. Officers deputed for training abroad of a duration of more than one month and upto six months are required to complete a "Cooling Off" period of three years. Officers deputed for training programmes abroad of a duration of more than six months are required to complete a "Cooling Off" period of five years. The colling offf condition will not apply fortraining programmes of a duration of lessthan 15 days.

Project related training/official visits abroad, irrespective of duration, are exempted from the provisions of cooling off.

(vi) Preference in nomination

Officers who have earlier attended training programmes abroad may be nominated again for another training programme abroad only if suitable officers who have not attended any foreign training programme earlier are not available.

(vii) 'Very Good' Service Record

Officers to be nominated for training programmes abroad should possess atleast 'Very Good' service records, as revealed from their ACRs.

(viii) Vigilance clearance

Officers should be clear from vigilance angle.

(ix) Debarment

[a] An officer nominated by the State Government/Administrative Ministry and selected by this Department for a training programme abroad will be debarred from foreign training for a period of five years, if he/she fails to attend the training to which he/she was selected or if the name of the officer is withdrawn from consideration for foreign training after the Central Establishment Board has aporoved the nomination.

(b) Under the Central Staffing Scheme, officers who fail to join posts on deputation to Government of India, for which they had been selected, are debarred from central deputation for a period of five years. Officers who are debarred from central deputation, shall also be debarred from being eonsidered for any foreign training during the period of such debarment.

(c) Officers who are nominated for compulsory in-service training programmes but have not attended due to personal reasons or they were not relieved by the Government, should not be nominated for foreign training.

(x) Study Tours/ Seminars Workshops abroad

Study Tours/Seminars/Workshops abroad which are organised by international agencies/foreign governments and which are of duration of more than 15 days would be governed by the principles/criteria applied to short term training programmes abroad, as contained in the preceding para of this circular.

For study tours/seminars/workshops abroad which are of less than 15 days of duration, the upper age limit of 50 years, applicable to short-term training programmes, will not apply.

The provisions of 'cooling off' will also not apply to such study tours/ seminars/workshops of less than 15 days.

However, officers should have completed the minimum length of service (7 years and 9 years, as the case may be), as is applicable for nomination for short term training programmes.

(xi) <u>Guidelines for nominating/ deputing officers for training abroad who are currently on deputation to the Central Government;</u>

(a) Officers may be sponsored for training courses abroad which commence after the expiry of their approved tenure at the Centre, only with the concurrence of the Cadre Controlling Authority concerned. In the case of IAS officers, the concurrence of the State Government/Union Territory concerned on whose strength the officer is borne, shall be obtained.

(b) Officers should have completed a minimum of two years of service on posts held under central staffing scheme, at the time of proceeding on training, if selected.

(c) Those officers whose tenure under the central staffing scheme is due to come to an end within two months before the commencement of the training or during the currency of the training, may not be sponsored for training courses abroad.

(d) Officers who are left with a balance tenure of less than one year on return from a long

term training programme abroad may be asked to revert to their respective parent cadre as it is difficult to arrange posting in Government of India for such short periods.

(e) The period of training undergone by the officers will not be excluded for the purpose of calculating their tenure at the Centre.

In other words, the period of training abroad will be counted towards central tenure. However, the period of training attended at the National Defence College, New Delhi will be excluded from central tenure.

II GRANT OF CADRE CLEARANCE BY THIS DEPARTMENT TO OFFICERS DEPUTED ON TRAINING PROGRAMMES ABROAD BY THE RESPECTIVE STATE GOVERNMENTS/ UTS./ MINISTRIES/ DEPARTMENTS

As already mentioned in para 1, DOP &T accords cadre clearance to officers belonging to the IAS, CSS and such officer of the other two AIS and Group 'A' services serving under Central Staffing Scheme, who are nominated to various specialised training programmes abroad by their Ministries/State Governments/Union Territories. Cadre clearance of DOP&T is invariably required to be obtained by the concerned Ministries/State Government before deputing an officer of the above categories for a training programme/workshop/seminar/study tour organised by international agencies/foreign governments, irrespective of the period of such deputation. Officers to be nominated for such training programmes should fulfill the eligibility criteria as set out in para 2 above. Proposals for cadre clearance should be forwarded to this Department well in time i.e. at least before a fortnight from the date of commencement of the training/workshop etc. The proposal for cadre clearance should be sent to this Department in a self contained form, furnishing all the relevant details. The prescribed format in which such proposals for cadre clearance should be forwarded is appended at Annexure II.

Official visits and project related visits/trainings abroad.

An officer may be required to undertake a visit abroad which is related to the official work handled by the officer. These visits could be categorised as 'official' of 'project related'. The broad interpretation of these two terms would be as follows:-

[a] Official visits are those where the officers are required to travel abroad in the discharge of their official functions.

[b] Project-related visits are those where officers are in charge of certain projects and, are required to travel abroad in connection with the execution of different components of the project, such as negotiating or signing agreements and project-related training.

In such cases of official visits and project related visits/training abroad, cadre clearance of DOP&T is not required to be sought by the State Governments/ Union Territories or Ministries/Departments of the Government of India. However, project related training would not include deputation of officers, not serving in the project, for training abroad, out of the funds earmarked for training/human resource development, in a project. In their cases, cadre clearance would be required.

Approval of this Department (Establishment Officer's Division) is also not required for private visits abroad of the officers. The cases of private visits abroad of officers will continue to be regulated in accordance with the provisions of this Ministry's letter No. 11017/40/94-AIS.III, dated 8.11.94 and O.M. No. 11013/7/94-Estt. (A), dated 18.5.94. Copies of the letter and the O.M. are enclosed at ANNexure I.

3. These guidelines will come into force with immediate effect in supersession of all previous instructions on the subject.

Hindi version will follow.

Yours faithfully,

(Upma Chawdhry)
Director (MM)

ANNEXURE I

No. 28(138) - Eo (F)/85
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)
(Office of the Establishment Officer)

New Delhi, the 4th January, 1988

To
The Chief Secretaries of all State
Governments/Union Territories,

Subject:- Deputation of officers falling within the purview of the Central Establishment Board Civil Services Board for training abroad.

Sir,

I am directed to say that the policy currently followed for selecting officers belonging to the IAS/CSS and officers of other organised services on deputation to the Central Government for training programmes/ seminars abroad in contained in letter No. 29(138)-EO(F)/85, dated the 16th September, 1987. The Civil Services Board has now recommended that the period of training of the officers, whether within the country or abroad, irrespective of the duration of training should be counted towards tenure of the officers who are presently on deputation to the Central Government. This has been considered by the Government and it has been decided that the following guidelines may henceforth be followed while nominating officers for training programmes/ seminars abroad:

2. (i) <u>For long-term course (duration six months or more)</u>

(a) Officers should have completed nine years of service on the date of commencement of the course.

(b) Officers should not be more than 45 years of age on the date of commencement of the course. In special cases, relaxation of the age limit upto 46 years may be granted provided a special justification is given.

(c) Officers who have attended a long term training programme earlier should not be nominated again for such training.

(d) Only officers whose service records are in 'Very Good' of 'Outstanding' categories should be nominated for such training programmes.

(ii) **<u>For short term courses (Duration 15 days or more put less than six months)</u>**.

[a] Officers should have completed nine years of service on the date of commencement of the course.

[b] Officers should not be more than 52 years of age on the date of commencement of course.

[c] Officer who have earlier attended training programme abroad may be nominated again only if suitable officers who have not attended training programme earlier are not available.

[d] Only officer who are working in the filed connected with the subject of the course should be nominated to short term courses. This Department will give clearance to officers so nominated on the understanding that the concerned State Governments/Central Ministries will take use of officer in the filed connected with the training programme on his return. This stipulation is being imposed because instances have come to the notice of this Department where officers returning from training do not get back to the same post or a post of similar field where their training could be put to use.

(iii) Officers should be cleared from disciplinary proceedings and vigilance angle.

(iv) There should be a gap of five years between tow consecutive spells of foreign training including short term training programmes.

(v) Study tour/seminar/workshop which is in the nature of a training programme and which is of the duration of more than 15 days would be governed by the instructions relating to short term course contained in the circular mentioned above. Study/tours/seminars/workshops which are of less than 15 day's duration would not be treated as short term training programme in respect of the upper age limit laid down for the same. The officers should however, have compreted nine years of service on the date of commencement of course. Such study tours/seminars/workshops would also not be counted as foreign training while calculating the minimum gap of 5 years between two consecutive spells of training abroad.

However, the clearance of this Department should be taken for all such seminars/study tour/workshops having a training content before deputing any officer belonging to the IAS, CSS

and officer on deputation to the Central Government irrespective of the period of such deputation.

(vi) An officer nominated by the State Government Administrative Ministry and selected by this Department for a training programme abroad will be debarred from foreign training. For three years if he/she fail to attend the course for which he/she was selected. It is suggested that Ministries/State Government may obtain the willingness of the officers before sponsoring them for training programme particularly for long term training courses.

(viii) **For nominating/deputing officers for training who are currently on deputation to the Central Government, the guidelines are:**

(a) **Officers may be sponsored for training courses abroad which commence** after the expiry of their approved tenure at the Centre, but extend beyond it, only with the concurrence of the cadre controlling authority concerned. In the case of IAS officer, the concurrence of the State Government concerned on whose strength the officer is borne, shall be obtained.

(b) Officers who are left with a balance of tenure of less than one year on return from a long term training programme abroad may be asked to revert to their respective parent cadre as it is difficult to arrange posting in Government of India for such short periods.

(c) The period of training undergone by the officers will not be excluded for the purpose of calculating their tenure at the Centre.

(viii) **For the purpose of calculation of tenure these instructions would also apply to :**

(a) Officers sponsored for training before the issue of these instructions, provided that they are deputed for courses commencing after issue of these instructions.

(b) Officers who have been on training courses earlier and who would complete their normal tenure, without extension on the ground of training, on or after 30.6.88.

(c) Officers whose cases are not covered by (a) & (b) above would be allowed extensions in their tenure on the ground of training, in accordance with part practice.

3. These guidelines will come into force with immediate effect in supersession of all previous instructions in the subject.

4. Hindi version will follow.

Sd/-
(J. C. LYNN)
ESTABLISHMENT OFFICER

Copy to:-

1. All Ministries/Departments of the Government of India.

2. Director (Police), Ministry of Home Affairs, New Delhi.

3. Director, Bureau of Police Research and Development, New Delhi.

4. Comptroller and Auditor General of India (Smt. Rekha Gupta, Assistant C&AG), New Delhi.

5. Shri R. K. Singh, Director, Cabinet Secretariat, New Delhi.

6. Controller General of Defence Accounts (CGDA), R.K.Puram, New Delhi.

7. Smt. Renuka Mehra, Deputy Secretary (Admn.)
Department of Personnel & Training (with 5 spare copies).

8. Department of Culture (Shri Vijay Kains, Deputy Secretary) New Delhi.

9. Director General, Defence Lands and Cantonments, B Wast Block IV, R.K. Puram, New Delhi.

Department of Economic Affairs, IES SEction, New Delhi.

Ministry Home Affairs, UT Division (Smt. P. M. Singh, Director), New Delhi.

Deputy Director General (ES), P & T Board, Dak Tar Bhavan, New Delhi.

13. Director (Training), Department of Telecommunications, Sanchar Bhavan, New Delhi.

14. Director (Postal Training), Department of Posts, Sandhar Bhavan, New Delhi.

15. Director, Planning Commission, New Delhi.

16. Election Commission of India, New Delhi . (Admn. Section)

17. Secretary, Central Vigilance Commission, New Delhi.

18. Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie.

19. Secretary, Union Public Service Commission Dholpur House, Shahjahan Road, New Delhi - 11.

20. Ministry of Home Affairs (Shri G. V. R. Murthy, Under Secretary), New Delhi. (with 5 spare copies).

21. Department of Revenue, Central Board of Direct Taxes, (Shri K. V. Chaudhary, Under Secretary), New Delhi.

22. Director, SOBCD, Ministry of Welfare, Shastri Bhavan, New Delhi.

23. Shri Balwant Singh, Section Officer, Department of Economic Affairs, New Delhi. (with 5 spare copies).

24. All attached and subordinate offices of the Ministry of Personnel, public Grievances and Pensions.

25. DS(SM)/US(SM)/SRO(CM)/RO(CM)/DO(SM)/EO(MM)/EO(PS)/EO(ACC).

Sd/-
(S.R.PARASHAR)
DESK OFFICER (F)

No.30/35/94-EO(F)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, the 6th July, 1994

To,
All the Secretaries of
Ministries/Department,
Government of India,
New Delhi.

All the Chief Secretaries of
State Governments/UTs.

Sir,

According to the guidelines/issued by this Department, cadre clearance is required for deputation of officers of the IAS, CAS programmes, whatever be the duration.

2. Recently, a doubt has arisen as to whether cadre clearance is required in respect of an officer nominated for attending study for attending study tour/workshop/seminar having no training content. The matter has been examined and it is clarified that according to this Department's letter No.9/26/71-AIS(III), dated 25.7.73 regarding the procedure to be followed in accepting offers of scholarship, Fellowship and other kinds of grant from foreign/international institutions etc. Cadre Clearance is required when an officer is deputed for a training programme/workshop/seminar/study tour organised by international agencies. This is a mandatory requirement and no exceptions have been allowed.

3. The Ministries/Departments of Government of India and State Government/Union Territories are requested to follow these instructions scrupulously.

Yours faithfully,

Sd/-
(R. G. NADADUR)
DIRECTOR (MM)

No.37/3/95-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)

New Delhi, the 14th Feb, 1995

To
1. All the Secretaries of
Ministries /Departments,
Government of India.

2. The Chief Secretaries of all
State Governments/union Territories.

Subject:- **Consolidated Instructions, regarding cadre clearance for foreign visits of officers- certain revisions of-regarding.**

Sir,

At present, proposals for grant of cadre clearance are governed by the instructions issued in letter No.28/138/EO(F)/85, dated 4th January, 1988 and letter No.35/30/EO(F)/94, dated 6th July, 1994. Copies of all these letter are enclosed.

2. The instructions require that cadre clearance be invariably obtained in respect of all officers of the IAS and CSS and also in respect of officers of Central Services, when they are serving in posts under the Central Staffing Scheme, and are being considered for visits abroad.

3. It has been observed that a number of such visits of officers are related to the official work handled by an officer. These visits could be categoriesed as 'official' or 'project related'. The broad interpretation of these two terms would be as follows:-

[a] Official visits are those where the officers are required to travel abroad in the discharge of their official functions.

[b] Project-related visits are those where officers are in charge of certain projects and, are required to travel abroad in connection with the execution of different components of the project, such as negotiating or signing agreements and project-related training. However, this would not include deputation of officers, not serving in the project, for training abroad, out of funds, earmarked for training/human resource development, in a project.

4. It has been decided that cadre clearance need not be sought either by the State Government/Union Territories or Ministries/Department of the

Government of India, when officers are to be deputed abroad on 'official' or project-related visit as described above.

5. Barring the two kinds of visits referred to above, cadre clearance will have to be obtained from this Ministry (from the Establishment officer), for all other Kinds of visits abroad of officers of the IAS and CSS and of all the other Services, where the officers are serving in posts under the Central Staffing Scheme.

6. It is hoped that the Ministries/Departments and State Governments /Union Territories will devise systems so that decisions in respect of deputation of officers abroad are taken at suitably high levels in the administration.

7. This Ministry also proposes to maintain information, centrally, regarding the visits of officers abroad. Hence, a proforma is being prescribed, wherein returns will have to be submitted every Quarter. The returns will be due on the 1st January, the 1st April, the 1st July, and the 1st October, every year. The returns will have to be sent to the Establishment officer, in the proforma, which is annexed to this letter.

8. The instructions issued, higher to, will stand modified to this extent. All the other stipulations will continue to be in force.

Yours faithfully,

Sd/-
(R. G. NADADUR)
DIRECTOR

PROFORMA

Name of Reporting office:

Report for the Quarter of (year

Sr. No.	Name of Officer, Service, Cadre, year of allotment.	Complete Designation	Job Des-cription	Purpose of visit	Dura of vis (date be gi

Signa
Nam
(In bl

Station:
Dated:

No.37/3/95-EO(F)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, the 17th April, 1995

CORRIGENDUM

Subject:- Consolidated instructions regarding cadre clearance for foreign visits of officers-certain revisions of - regarding.

The undersigned I directed to refer to this Department's circular letter of even No. dt. 14th February, 1995 regarding the above subject.

2. Para 5 of the said circular states that barring the two kinds of visits referred to above, cadre clearance will have to be obtained from this Ministry (from the Establishment officer) for all other kinds of visits abroad of officers of the IAS and CSS and of all other services, where the officers are serving in posts under the Central Staffing Scheme. A doubt has arisen as to whether aporoval of this Ministry will be required for private visits abroad of these officers.

3. It is clarified that approval of this Ministry (of the Establishment officer) <u>is not required for private visits abroad</u> of the officers. The cases of private visits abroad of officers will continue to be regulated in accordance with the provisions of this Ministry's letter No.11017/40/94-AIS.III dt.8.11.94 and O.M.No.11013/7/94-Estt.(A) dt. 18.5.94. Copies of the letter and the O.M. are enclosed.

(R. G. NADADUR)
DIRECTOR (II)

To

1. The Chief Secretaries of State Governments/Uts.

2. The Secretaries of Ministries/Departments Government of India.

No.11017/40/94-AIS(III)
Government of India
Ministry of Personnel, Public Grievances And Pensions
Department of Personnel & Training
New Delhi.

8.11.94

To

The Chief Secretaries of All
State Governments/UTs

Subject:- Requirement of taking prior permission by All India Service officers for leaving station/headquarters-clarification regarding.

Sir,

I am directed to forward a copy of the instructions issued by Estt. Division of this Department vide O.M. No.11013/7/94-Estt(A) dated 18.5.1994 on the subject noted above and to say that the instructions contained therein would also be applicable in the case of All India Services officers.

2. State Governments are requested to bring the contents of these instructions to the notice of members of All India Services working under them.

Yours faithfully,

Sd/-
(ANUP. K. THAKUR)
DIRECTOR (SERVICES)

To

All Ministries/Departments of Government of India.

Copy to:

1. Ministry of Home Affairs (UTS and IPS Sections)
2. Ministry of Environment and Forests

Sd/-
(ANUP K. THAKUR)
DIRECTOR (SERVICES)

No.11013/7/94-Estt(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, dated the 18th May, 1994

OFFICE MEMORANDUM

Subject:- Requirement of taking prior permission by Government Servants for leaving station/head quarters - clarification regarding.

The undersigned is directed to say that doubts have been expressed by Ministries/Departments as to whether a Government servant is required to take permission before leaving station/headquarters during leave or otherwise, especially for visits abroad.

2. Attention of the Ministries/Departments is invited in this connection to the provisions of FR 11 which provides that 'unless in any case it be otherwise distinctly provided the whole time of a Government servant is at the disposal of the Government which pays him......' Article 56 of the Civil Service Regulations also provides that 'no officer is entitled to pay and allowance for any time he may spend beyond the limits of his charge without authority'. It is implicit in chese provisions that a Government servant is required to take permission for leaving station/headquarters. It is thus clear that such permission is assential before a Government servant leaves his station or headquarters and more so when he proposes to go abroad during such absence, as such visit may have wider implications.

3. However, separate permission may not be necessary where a Government servant has indicated his intention of leaving headquarters/station alongwith leave address while applying for leave. The leave application form prescribed under the CCS (Leave) Rules, 1972 contains necessary columns in this regard. In case the leave applied for the purpose of visiting foreign country is sanctioned, it would imply that permission for going abroad is also granted and therefore leave sanctioning authorities should keep this aspect in mind while granting the leave applied for. In the case of officers who are competent to sanctions leave for themselves they should obtain permission for leaving station from their superior authority. Failure to obtain permission of competent authority before leaving station/headquarters especially or foreign visits is to be viewed seriously and may entail discipliary action.

4. Ministry of Finance etc. are requested to bring the contents of his office Memorandum to the notice of all Government servants serving under their control and ensure that these are strictly followed by all concerned.

Sd/-

(KRISHNA MENON)
UNDER SECRETARY TO THE GOVT. OF INDIA

All Ministries/Departments of Govt. of India

Copy to:

1. C&AG, New Delhi.
2. UPSC, New Delhi.
3. CVC, New Delhi.
4. Lok Sabha/Rajya Sabha Secretariat
5. All U. T. Administrations.
6. CBDT
7. All attached and subordinate offices of Ministry of Personnel, Public Grievances & Pensions and MHA.
8. All officers and sections of Ministry of Personnel, Public Grievances & Pensions and MHA.

Sd/-
(KRISHNA MENON)
UNDER SECRETARY TO THE GOVT. OF INDIA.

ANNEXURE- II

PROFORMA IN WHICH CADRE CLEARANCE PROPOSALS FOR TRAINING PROGRAMMES ABROAD ARE TO BE FORWARDED

1. Name of the officer for whom cadre clearance is asked for

2. Service (Cadre) to which the officer belongs

3. Year of allotment (for CSS officers the year of select list in the grade of Section Officer onwards to be indicated)

4. Designation of the officer

5. Date of birth

6. Details of the training programme to which nominated (copy of training circular to be enclosed)

7. Job description of the officer and relevance of the training

8. Details of earlier training abroad

9. Whether the officer is clear from vigilance angle

10. Agency that bears the cost of the training, with details of such cost

No.37/8/96-EO(F)
Government of India
Ministry of Personnel, Public Grievance & Pensions
(Department of Personnel & Training)

New Delhi, the 10th June, 1996

To
1. The Secretaries of All
Ministries/Department,
Government of India.

2. The Chief Secretaries of all
State Governments/UTs.

Subject:- Cadre Clearance for officers nominated for training programmes/workshops/seminars/study tours abroad-instructions regarding.

According to the guidelines issued by the Department of Personnel & Training from time to time, cadre clearance of the Government of India (Department of Personnel & Training) is required for the nomination of officers of the IAS serving both at the Centre and in the States, and CSG, and Group 'A' Services serving under the Central Staffing Scheme, for attending training programmes/workshops/seminars/study tours abroad.

2. It is, however, observed that many of these proposals for cadre clearance are sent to this Department in an incomplete form without furnishing the relevant details, which results in back references and delay in decisions. It is, therefore, requested that proposals for cadre clearance may invariably be forwarded in the following format and atleast 15 days in advance of the training:-

1. Name and Designation of the officer.

2. Service/Cadre/Year of allotment (For CSS officers the year of select list in the grade of section officer onwards to be indicated).

3. Date of Birth

4.(a) Copy of circular inviting nomination

(b) Copy of offer letter if the invitation is direct to the officer concerned.

5. Job description of officer and relevance of the training.

6. Details of earlier training abroad.

7. Vigilance Clearance Yes/No.

8. Agency that bears the cost.

9. In the absence of the above information, the proposals for cadre clearance are liable to be returned.

Yours faithfully,

Sd/-
(MRS. VILASINI REMACHANDRAN)
DIRECTOR II

No.37/15/97-Eo(F)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Trg.)
Office of the Establishment Officer

New Delhi, the 18th November, 1999

To,

1. The Chief Secretaries of all State Government /Union Territories

2. The Secretaries of all Ministries/Departmetns of Government of India.

Subject:- Deputation of officers on training programme abroad - policy for regulating such cases - certain amendments - regarding

Sir/Madam,

I am directed to invite reference to the Department of Personnel & Training Circular letter of even number dated the 5th March, 1999 containing the extant policy instructions/guidelines on deputation of officers on training programmes, seminars, workshops, study tours etc. abroad.

2. The matter relating to making further amendments in the extant policy on deputation of officers on training programmes/workshops/ seminars etc. abroad has been under consideration in this Department and it has been decided to bring out the following amendments to this Department's instructions dated 5th March, 1999.

3. According to the instructions dated 5th March, 1999, Department of Personnel and Training accords cadre clearance to officers belonging to the IAS, CSS and the other two AIS (Indian Police Service and India Forest Service) and Group 'A' Central Services, who are serving under Central Staffing Scheme, as are nominated for specialised training programmes, workshops, seminars and study tours abroad by the concerned State Govts. / Union Territories and Ministries/Departments of the Government of India. These instructions have laid down certain pre-requisite conditions to be fulfilled for deputation of officers to such training programmes/seminars/workshops/study tours etc. abroad. One of these relating to minimum years of service stipulates that officers must complete a minimum of 7 or 9 years of service on the date of commencement of the programme. This parameter, which is applicable for nomination of officers for regular foreign training programmes (both long term as well as

short term) abroad, holds equally good for granting cadre clearance for short term training programmes/workshops/seminars/study tours etc. It has been, however, experienced that on account of the requirement of minimum complete 7 years service, in many cases, officers who are required to be deputed on job related specialised training programmes/ workshops/seminars/study tours abroad cannot avail of such training etc. Since in may cases officers are required to acquire special skills by way of training programmes, on account of the nature of jobs handled by them, the restriction of minimum years of service is often acting as counterproductive.

4. In view of this, it has now been decided that in cases of officers nominated by the State Government or Departments/Ministries of Government of India for **job related training programmes/workshops/seminars/study tours etc. abroad, the minimum service condition shall not apply henceforth.**

5. This Department's instructions dated 5th March, 1999 provided vide para 2(I) (V) read with sub para (X),the condition of 'cooling off' which is required to be completed between who spells of foreign training programmes/study tours/seminars/workshops etc. abroad, which are of duration of 15 days and above. On the basis of the same principle for which the condition of minimum service requirement has been lifted, it has been decided that **the 'cooling-off' condition shall not be imposed on cases of work related training programmes, workshops, study tours, etc. abroad.** Conversely, in the case of officers who have attended such work related seminars/workshops/training programmes etc. abroad, the 'cooling off' condition **shall not apply** for considering their nomination for long-term and short-term regular training programmes.

6. However, if **an officer is debarred from central deputation** and consequently is debarred from being given cadre clearance for training programmes abroad, **such department will apply to work related training programmes, workshops etc. also.** There is no change in this regard.

7. This Department's instructions dated 5th March, 1999 will stand modified to the above extent, with effect from the date of issue of this letter.

Yours faithfully,

(Bhaskar Khulbe)
Director (MM)
Tel : 379 2187

No.37/15/97-Eo(F)

Government of India
Ministry of Personnel, P. G. & Pensions
(Department of Personnel & Training)
Office of the Establishment Officer

Dated the 19th July, 2000

To,

1. The Chief Secretaries of all State Governments/Union Territories.

2. The Secretaries of all Ministries/Departments of Government of India

Subject:- Deputation of officers on training abroad- policy for regulating such cases - amendments - regarding.

Sir/Madam,

I am directed to invite reference to this Department's circular letter of even number dated the 5th March, 1999 and the 18th November, 1999 containing the policy instructions/guidelines on deputation of officers on training programmes, seminars, workshops, study tours etc. abroad.

2. Para 2 (I) (xi) (c) of the instructions dated the 5th March, 1999, reads as under:

> "those officers whose tenure under the Central Staffing Scheme is due to come to an end within 2 months before the commencement of the training or during the currency of the training, may not be sponsored for training courses abroad"

3. It has been decided to replace the above by the following:

> "In the case of officers whose tenure under the Central Staffing Scheme is due to come to an end within two months before the commencement of the training or during the currency of the training, their nominations should be forwarded by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/UTs on ehose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, up to the end of the training, to the Establishment Officer for obtaining the approval of the

competent authority so that they could draw their salary from the Central Government, during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases".

4. This Department's instructions dated the 5th March, 1999 will stand modified to the above extent, with effect from the date of issue of this letter.

Yours faithfully,

(UPMA SRIVASTAVA)
DEPUTY SECRETARY (MM)